

# MSU-BILLINGS: Applying for International Admission



## When to apply:

The priority deadlines are as follows:

	<u>Undergraduates</u>	<u>Graduates</u>
Fall Semester:	June 15	May 15
Spring Semester:	November 1	October 1

The deadlines are in place to provide sufficient time to complete the application process. This includes requesting test results and academic records as well as leaving enough time for students to apply for visas and arrange travel. Applications received after this deadline will be reviewed on a case by case basis. If there is not sufficient time to process the application it will be considered for the following term.

## Notification of Admission:

Once a student's completed international application and required credentials are received an admission decision will be made. A letter of acceptance and an I-20 or DS-2019 will be sent when a student has been admitted. The I-20 is used to obtain an F-1 student visa and the DS-2019 to obtain a J-1 student visa. Information regarding orientation, the registration process, and other important information will be mailed directly to the student.

## Conditional/Provisional Admission:

Students who do not have the required English Language Proficiency test score for full admission to MSU-Billings but are academically qualified, may be considered for Conditional/Provisional Admission. If a student is admitted conditionally/provisionally, they will be required to complete either the desired ESL Level 112 from the ELS Language Center ([www.els.com](http://www.els.com)) or complete an approved Intensive English Program at another university. (For example, Western Oregon University's Intensive English Program)

## Application Requirements:

**APPLICATION FOR ADMISSION:** Applicants must submit the International Student Application form which is included in this packet. You may also print the application off by visiting <http://www.msubillings.edu/future/apply/international.htm>.

GRADUATE STUDENTS need to contact the Graduate Studies Office <http://www.msubillings.edu/grad/contact.htm> and complete specific graduate program applications if needed.

Possible additional materials include:

- Specific Graduate Program Applications
- GRE Scores
- Three letters of recommendation
- Degree Certificate

TRANSFER STUDENTS transferring from one college or university in the United States to another in the United States need to complete a Transfer Eligibility Form. Contact Office of International Studies and the form will be provided to applicants as needed.

**APPLICATION FEE:** A US \$30 non-refundable fee (\$40 for graduate students) is required of all applicants before the application can be processed. This may be paid by check or money order or international bank draft made out to "MSU-Billings." Your application will not be considered without this application fee.

**FINANCIAL STATEMENT FORM:** All future international students must attest that funds are available for full-time study at Montana State University Billings. The U.S. government requires international students to show proof of funds to cover the first year of study. It is the students' responsibility to ensure enough funds are available for the duration of their education in the U.S. Please complete the financial statement form and have it signed by a parent or sponsor. An official letter from a banking institution showing the amount of funds available for the first year must accompany this form. The official letter from the bank must be in English. You can also print the form off by visiting <http://www.msubillings.edu/future/apply/international.htm>.

**ACADEMIC RECORD(S):** All required educational documents (transcripts, mark sheets, exam results, certificates, diplomas, etc.) must be original or certified true copies. They must be stamped and signed by a school official and sent to MSU-Billings directly by the issuing school or sealed closed in a school envelope to be mailed by the applicant. The documents should be in the original language, accompanied by English translations. Photocopies are not acceptable. For your credits to count, they must come from an accredited institution. Please ask your school registrar to include a note with your transcripts noting whether your institution(s) is accredited.

FRESHMAN STUDENTS must submit official secondary academic records or certificates posting date of completion. Official records (bearing the school seal and signature) should be sent directly from the school to the University and must include an English translation. Certified true copies of original records may be acceptable upon review.

TRANSFER STUDENTS must request official academic records from each international or U.S. post-secondary institution attended, directly from the institution(s) to MSU-Billings International Studies Office. All records of academic work completed outside of the U.S. or in non-English-speaking countries must be submitted for a course by course evaluation to one of the three following services:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Educational Credential Evaluators (ECE)
- World Education Services (WES)

**ENGLISH PROFICIENCY REQUIREMENT:** If English is not your native language, proof of one of the following is necessary to document English Language Proficiency.

- TOEFL: 61 iBT (173 CBT or 500 PBT) Undergraduate admission
- TOEFL: 80 iBT (209 CBT or 550 PBT) Graduate admission  
*TOEFL scores need to be sent directly to the MSU-Billings Office of International Studies. The Montana State University-Billings institutional code for TOEFL is 4298*
- IELTS: 5.5 Undergraduate admission  
6.0 Graduate admission
- Completion of ELS Level 109 for Associate or 2 year degree
- Completion of ELS Level 112 from ELS Language Centers for Undergraduate and Graduate
- Completion of Intensive English Program at Western Oregon University
- SAT Verbal Score of 440
- ACT Score of 18 on combined English\Writing Section

EXCHANGE STUDENTS need a letter from their home institution verifying the student has met an acceptable level of English proficiency to be successful at university-level English.

### **After University Acceptance:**

**HEALTH HISTORY FORM:** In order to complete admission to Montana State University Billings, all students are required to complete this health questionnaire and have it signed by your physician to verify your immunization history. You may download this form at the following website: <http://www.msubillings.edu/future/apply/international.htm>.

**ON-CAMPUS HOUSING & ORIENTATION:** Orientation and on-campus housing information will be sent to you after your acceptance to Montana State University-Billings. Arrangements for housing are not automatically made on your behalf upon acceptance. Students will submit a housing application with the U.S. \$75 room deposit. When selecting housing, you will also have the opportunity to select meal plans.

## Costs and Scholarships

Costs listed are for a full academic year, Late August through early May, 2008-2009  
Please note that all fees are subject to change by action of the State Board of Regents at any time.

<b>Direct Costs paid to MSU-Billings</b>		<b>Other Expenses</b>	
Tuition/Fees	\$14,236	Books & Supplies	\$1,100
Room/Board	\$5,000	Mandatory Health Insurance	\$1,395
		Personal Expenses	\$1,500
<b>Total Annual Cost</b>		<b>\$23,231</b>	

### Explanation of Expenses

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**Direct costs:** These costs are paid directly to MSU-Billings in the form of tuition, fees, room and board. The total cost figures are usually noted when comparing the cost of education among various colleges and universities.

**Tuition/fees:** The tuition and fees vary depending on whether applying to the College of Technology, Undergraduate, or Graduate level of schooling. In addition to basic educational costs, tuition and fees support services such as student activities, and provide access to the Physical Education Building, computer services, and athletic events.

**Room/Board:** The estimate is based on a double-occupancy room and the most popular meal plan. MSU-Billings also offers single room housing options and various meal plans which can affect the room and board costs.

**Books and Supplies:** Books and school supplies vary depending upon each course. Textbooks and other materials can be purchased at the Jackets & Company Bookstore on campus or online at <http://www.jacketsandcompany.com/>

**Mandatory Health Insurance:** MSU-Billings requires all students to have medical insurance for hospitalization or referral beyond MSU-Billings' Student Health Services. Students may purchase Blue Cross/Blue Shield of Montana major medical

insurance at the beginning of each semester. Students who can prove they have insurance that is equal to or better than Blue Cross/Blue Shield are eligible to waive this insurance registration. Insurance purchased Spring Semester will continue to cover students through the summer.

**Personal Expenses:** Personal expenses include local travel, entertainment, and other costs that vary greatly with lifestyle.

**Total Estimated Costs:** This is the amount to be covered combining the direct costs and other expenses on the statement of financial support required for admission.

**Summer living expenses:** International students may choose to remain in the U.S. during the regular four-month vacation period (early May through end August), which is not part of the regular academic year. Students who stay in the U.S. should plan to spend at least another \$1,500 for living expenses. Students who wish to enroll for summer semester courses should expect to pay tuition and fees comparable to those for the academic year. Summer expenses are not reflected in cost figures elsewhere.

**Additional Living Expenses for Each Dependent:** If students are bringing dependents with them, the financial statement needs to include an additional \$3,000 to their total estimated cost for each dependent.

## International Students are eligible to apply for the Chancellor's Excellence Award, New and Transfer Student General Scholarships and the Yellowstone Scholarship.

### To apply for the Chancellor's Excellence Award:

- Complete the Chancellor's Excellence Award Application postmarked by January 15<sup>th</sup>. The application can be downloaded and printed at <http://www.msubillings.edu/finaid/scholarships.htm>.

### To apply for New and Transfer Student General Scholarships:

- Complete the International Student Application AND the New and Transfer Student General Scholarship Application and submit by February 1<sup>st</sup>. The New and Transfer Student General Scholarship application can be printed at <http://www.msubillings.edu/finaid/scholarships.htm>.

### To apply for Yellowstone Scholarship:

- Complete the International Student Application AND the Yellowstone Scholarship application. The Yellowstone Scholarship application can be printed at [http://www.msubillings.edu/future/cost\\_International.htm](http://www.msubillings.edu/future/cost_International.htm).

### Other International Financial Assistance

In addition to the scholarship opportunities, international students on an F-1 or J-1 visa may work on-campus 20 hours per week while school is in session. During vacation periods, such employment may be full-time for students who are eligible and intend to register for the subsequent academic term. Please be aware that these positions are limited.